

Loan Application Checklist

Please provide copies or email relevant information

- preferably no double sided copies
- please use paper clips and NO staples

Is the clients **FULL** Name on the Contract – This is the most common delay to finance approval and settlement

Everyone Will Need

- 100 Points of Identification – Common Documents include;-
 - Passport (70 Points) or Birth Certificate or Extract (70 Points)
 - Drivers license (40 Points)
 - Money/Credit card, (25 Points)
 - Medicare card, (25 Points)
 - Utility bill (Telstra Electricity Gas etc). (25 Points)
- **Proof of Income**
 - Wage / Salary Earners
 - Last 2 Computer generated Pay slips showing Year to Date income
 - PAYG Group Certificate
 - IF NEW/RECENT employment – your most recent Pay slip and Letter from employer stating position, Status (Full time permanent), Commencement date and income.
 - Self Employed
 - Last two years Tax return including Profit and Loss statement.
 - ATO Notice of Assessments
 - N.B. If tax returns are not up to date, then a “Lo Doc” application will be required. This generally requires an ABN registered for 2 years. 12 Months BAS Portal Statements and 6 **months trading account statements**

New Purchase

- Signed copy of purchase contract and any annexure.
- Evidence of savings (6 months statements)

Existing Loan/Refinance

- Rates Notice
- 6 Months loan statements.
- 3 months statements for personal loans, car loans, hire purchase
- Current 1 month statement for credit cards or store cards including GE.

Proof of Deposit

- 95% Loan requires six months bank statements showing “Proof of Genuine Savings”, or proof of proceeds from sale of other property.
- 90% Loan requires Proof of funds to complete. If funds are from parents, then statutory declaration stating that funds is a non-repayable gift.
- All other loans require proof of funds to complete including all fees and charges, by way of bank print out or current statement showing balance and account name.

\$15,000 First Home Builders Grant will need

- Applicable information set out above, plus:-
- Completed First Home Builders Grant Application
- Copy of drivers license or passport certified by Justice of Peace that it is a copy of the original

Other Requirements

- Living expenses worksheet to be fully completed
- Three years employment history
- Three years residential address history
- Employers Contact Details (address & phone)
- Details of nearest relative not living with you

Explanatory Note

Genuine Savings

Genuine savings are funds that have been accumulated over a six month period by way of regular deposits, or funds that have been held in an account for six months.

Rental via a Real Estate Agent can also be considered as long as we have a copy of the Lease and up to date Rental Ledger

- Funds that are **not acceptable** as genuine savings are lump sum payments such as; bonuses, long service leave, holiday pay and compensation/insurance payments.
- Funds from relationship/divorce property settlements can be used as genuine savings.